

**DATE:** January 2010

**TO:** GEDO #2 and 118.15 Contract High School Staff  
Chief Examiners Statewide

**FROM:** Beth Lewis                      Bob Enghagen  
Alternative Education                      GED/HSED Administrator

**SUBJECT:** Requesting Age Waivers for GEDO #2/HSED Candidates

**ISSUE:**

Currently, Wisconsin requires all students to wait until three weeks before their 9<sup>th</sup> grade class graduates or until they are 18.5 to finish the last test as part of an HSED or GEDO #2 Program. However, some students have strong reasons, justification or need to finish testing early so age waivers to complete testing early can be requested from the state GED/HSED Administrator but are granted on a very limited basis.

**TYPICAL REASONS FOR GRANTING WAIVERS:**

Age waivers may be granted for the following reasons:

- Enrollment in post-secondary education or job training program
- Enlistment in the military
- Employment
- Family/medical reasons

If any questions or concerns arise regarding the feasibility of a particular waiver request, local school staff, parents and/or testing center staff are encouraged to contact the GED/HSED Administrator at either [Robert.Enghagen@dpi.wi.gov](mailto:Robert.Enghagen@dpi.wi.gov) or 608-267-2275 to discuss them.

**HOW TO REQUEST AGE WAIVERS:**

A student seeking an age waiver must write a persuasive letter requesting the age waiver. The student should document the following:

- Name, date of birth, and year 9<sup>th</sup> grade class is/was scheduled to graduate.
- Current status of testing (how many tests passed, scores on the tests, tests remaining to be taken) and program completion.
- Explicit reason for requesting the age waiver including a description of future plans (accepted at post-secondary school, enlistment date and/or parental approval for a minor to enlist in any of the armed forces, description of full-time employment) or situation (pregnant, family, or medical).
- Since part of any student's high school program is to write a letter of application, all attempts should be made by the student to use proper business format. The letter should be signed by the student.

The letter written by the student should be forwarded with a supporting letter from the student's teacher or principal (dependent on local policy) to the chief examiner at the test center. The chief examiner will forward the request with his/her comments to the GED/HSED Administrator at DPI. All of these steps may be completed by email.

**AGE WAIVERS ARE NOT NEEDED FOR:**

- Students who are over 18.5.
- Students whose 9<sup>th</sup> grade class has already graduated (regardless of the student's age).
- Students who completed at least one GED test while incarcerated (county jail, juvenile detention, juvenile correctional facility).
- Students who completed the Challenge Academy but did not complete a credential.
- Students who are under a s.118.115 contract and are 18 may also complete 3 weeks before the end of the semester in which they turn 18. {PI 5.035(1)(b)2., Admin. Code}

**ADDITIONAL QUESTIONS?**

Please work with the chief examiner at the local testing center or contact either:

Beth Lewis  
Wisconsin Department of Public Instruction  
125 S. Webster Street  
Madison, WI 53702  
Phone: 608/267-1062  
Email: [beth.lewis@dpi.wi.gov](mailto:beth.lewis@dpi.wi.gov)

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125 S. Webster Street  
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Thank you for all you do to provide meaningful alternative education programs to Wisconsin youth!!